



Village of Sleepy Hollow
Department of Architecture, Land Use Development,
Buildings & Building Compliance
28 Beekman Avenue
Sleepy Hollow, NY 10591
Telephone (914) 366-5101 • Fax (914) 631-0607

SIGN PERMIT APPLICATION

Application Fee: \$50.00 (includes Minutes Fee of \$25.00)

PLEASE NOTE THAT ALL SIGNS MUST BE APPROVED BY THE ARCHITECTURAL REVIEW BOARD PRIOR TO INSTALLATION. In addition, all electrical signs must have a permit by a licensed electrician.

Applicant's Name: _____ Telephone No.: _____

Address: _____

Location: _____

Section: _____ Block: _____ Lot(s): _____

Sign Company: _____ Telephone No.: _____

Address: _____

NOTIFICATION

1. () You must send notification of the work you intend to do to:
() Adjacent property owners. () One neighbor directly across the street.
2. () Notification must be received by these neighbors by certified mail/return receipt, ten (10) days prior to the scheduled meeting to inform them that this application will be reviewed by the ARB at the next scheduled meeting.
3. () Bring all return receipts to the Building Department prior to the meeting. They are required as part of your application.

Date

Signature

NOTE: Please attach to this application a rendering of the proposed sign on a separate sheet. Show all dimensions and colors and provide color samples for our review. If attached to a building, please show exact location and dimensions. Photographs clearly showing the building façade in its entirety and that of the immediately adjacent building are also required. One (1) photograph should be a close-up of where the proposed sign will be erected. Please also provide a plot plan of the property and building. Refer to Section 46-11 "Application for permit," attached.